



Minutes NV COMMUNICATIONS STEERING COMMITTEE

DATE	June 1, 2004
TIME	1:15 pm – 3:00 pm
LOCATION	401 S. Carson Street, Rm 4100 – Carson City 555 Washington St, Rm V4401 – Las Vegas
RECORDER	Maggie Thorne

ATTENDANCE

Carson City Members	Present	Las Vegas Members	Present
Terry Savage, Chair, Dept of Information Technology		Anthony DeMeo, Nye County	
Robert Chisel, Dept of Transportation		Dennis Cobb, LV Metro Police Dept	✓
Neil Harris, Elko County Sheriff's Office	✓	Bob Lossle, FBI	
Heidi Sakelarios, NV Health Division		James Spinello, Clark County	✓
Freeman Johnson, Dept of Conservation & Natural Resources		Jack Staley, LV Valley Water District	✓
Dave Hosmer Dept of Public Safety	✓	Ronda Hornbeck, Lincoln County	
Dan Newell, City of Yerington	✓		
Ralph Jaeck, City of Reno	✓		
Chris Lake, NV Hospital Association	✓		
Dan Holler, Douglas County	✓		

Staff

Name	Present	Name	Present
Mark Blomstrom, Dept of Information Technology	✓	Glade Myler, Attorney General's Office	✓
Maggie Thorne, Dept of Information Technology	✓	Dave McTeer Dept of Administration	
Jim Wilson, Clark County/SNACC	✓		

I. CALL TO ORDER

Jack Staley called the meeting to order at 1:15 pm.

II ROLL CALL/MINUTES

The roll call was conducted by Maggie Thorne. Present: 9 members, 0 alternates
Absent: 7

A MOTION WAS MADE BY DAVE HOSMER AND SECONDED BY DAN NEWELL TO
APPROVE THE MINUTES FROM THE May 14, 2004 MEETING AS WRITTEN. MOTION
CARRIED.

III. PROCUREMENT PROCESS FOR CONSULTANT FOR COMMUNICATIONS INTEROPERABILITY PLAN

Mark indicated that at the last meeting the NCSC did motion and approve the consultant pending completion of satisfactory specific project related reference checks. The evaluation sub-committee consisting of Mark Blomstrom, Robert Chisel, Ronda Hornbeck, Jim Wilson and Dennis Cobb met and sent out a modified questionnaire. The group received 4 additional references and the results were all satisfactory. The results were that the vendor met the requirements posed by the NCSC. A signed contract has been established with Tech Knowledge and it is now in the contract approval queue by the Board of Examiners (BOE) for June 8, 2004.

IV. REVIEW OF SCOPE AND TIMELINE FOR DEVELOPMENT OF COMMUNICATION INTEROPERABILITY PLAN.

Mark Blomstrom introduced Tim Peters, President and CEO of Tech Knowledge, who spoke to the NCSC via telephone. Mr. Peters walked the NCSC through Tech Knowledge's Proposed Work Plan for the Communications Interoperability Plan Development Project. The Plan was distributed to the members via e-mail.

Mr. Peters indicated his company would create a website in order that everyone could report back on their inventory and current environments. Those folks who would rather have Tech Knowledge contact them by phone would be handled in that manner. Once the data is collected, the database would be submitted to NCSC for review and , develop a problem and resolution plan. The Communications Interoperability Plan would then be developed along with a conceptual requirements plan. In turn the information would then be distributed to the entire public safety community for comment with regards to what their concerns are with the conceptual requirements.

Mark commented that the draft plan needs to be completed on or before September 17th. Mr. Peters said it was scheduled for September 13th.

With regards to the website for data collection, Mark asked Mr. Peters to describe the security and access. Mr. Peters said that the standards for access would be defined by NCSC, but indicated that people would be only able to access their own data and it would be a secure site using SSL 128 bit encryption. Tech Knowledge would also follow standard security practices in terms of assignment of passwords and system management. The Committee was fairly comfortable with their security measures, but felt that there needs to be some sort of non-disclosure agreement that passwords are not shared and the data is not distributed. Mr. Peters felt that the Statewide PSP password standard covers this issue. Mark said he believed a non-disclosure agreement could be created and coupled with the procedure on how the data is going to be collected and stored for both the collector and the collectee.

Jack Staley asked that this security issue be discussed at the next meeting as to how it should be set up.

Mr. Peters indicated the timeline is tight but the company will work diligently on this effort.

DAN HOLLER MADE A MOTION AND IT WAS SECONDED BY BY DENNIS COBB TO ACCEPTED THE PROPOSED WORK PLAN AND MOVE FORWARD. MOTION CARRIED.

V. CHANGES TO NEAR TERM PLAN

Mark mentioned that no written changes have been received. With none, no discussion took place.

VI. COORDINATION AND STATUS UPDATE

Dan Holler's memo dated May 14, 2004 was reviewed, along with a written response to it from Robert Chisel. Dan was informed that to answer his question with regards to 700 MHz system, it would be short-range. Much discussion was held on the activities of SNAC (Southern Nevada Communications Council)

VII. GRANTS UPDATES

Mark mentioned one new grant opportunity that was just announced – ODP (through the Homeland Security Commission, announced approximately 9 million dollars available for innovative interoperability solutions – oriented more towards the use of existing state of the market approaches to use of Information Technology. Applications must be in before June 30th.

VIII. LEGISLATIVE AND LEGAL UPDATE

None presented

IX. PUBLIC COMMENT

None presented.

X. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 2:35 PM

Future Meeting: July

Minutes are posted on the website at: <http://ncsc.nv.gov/>

Questions Call: 775-684-5859 or email maggiet@doit.state.nv.us

Draft minutes submitted by Maggie Thorne, 06/04/04

APPROVED: _____ DATE: _____